

## **HEDWIG VILLAGE POLICE DEPARTMENT JOB DESCRIPTION**

**JOB TITLE:** Police Officer (Full Time)

**CHAIN OF COMMAND:** Reports to Sergeant of Police

**PAY SCALE:** \$62,337 - \$83,194

**EFFECTIVE DATE:** August 3, 2021

Under the direction of the police sergeant, the police officer is responsible for the enforcement of federal, state and municipal ordinances within the city of Hedwig Village. He/she is empowered to protect the lives and property of all citizens. While performing the duties of police officer, he/she is required to respond to citizens' calls for assistance, observe and apprehend criminal offenders and traffic violators to prevent criminal activities and maintain the social order.

### **Pay and Benefits**

The starting pay range is \$62,337 - \$83,194, depending on experience. In addition, Hedwig Village pays certificate pay of 4.5% of base pay for Intermediate, 5% for Advanced and 5.5% for Master Peace Officers. A shift differential of \$1000/year is paid for evening shift and \$1500/year for night shift. The city of Hedwig Village also offers all full-time employees a comprehensive medical, vision and dental plan and is a member of the Texas Municipal Retirement System.

### **Requirements**

Applicants must be 21 years of age, have a high school diploma or the equivalent, possess a valid Peace Officer license certified by TCOLE and must be able to pass a written exam, polygraph exam, psychological exam and medical exam. Applicants will also undergo a comprehensive background investigation and drug screening.